

STATE OF WISCONSIN PERMIT APPLICATION

Completion of this form is voluntary, however, in order to receive a permit you must complete the form. To receive a permit send the completed application and fee(s), check or money order, payable to the Department of Health & Family Services. Incomplete information may delay processing your application. For complete mailing address see page 2 of this form. **Type or Print Only**

Application is for: ☐ New Establishment ☐ Change in Ownership ☐ Other, please specify _____

Establishment Name		County
Establishment Street Address, City, State and Zip Code		Establishment Telephone ()
Legal Licensee (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)		
Licensee Street Address, City, State and Zip Code		Legal Licensee Telephone ()
Name of Agent for the Corporation / Operator (if applicable)		Intended Date of Opening for Business
Name of Former Business	Name of Former Operator	ID No.

Check appropriate category for each of the following section.

FOOD SERVICE

- ☐ Prepackaged off-premise \$200.00 (\$ 75.00 Permit fee + \$125.00 Preinspection fee)
- ☐ Full-service – Simple* \$298.00 (\$148.00 Permit fee + \$150.00 Preinspection fee)
- ☐ Full-service – Moderate* \$460.00 (\$210.00 Permit fee + \$250.00 Preinspection fee)
- ☐ Full-service – Complex* \$640.00 (\$290.00 Permit fee + \$350.00 Preinspection fee)
- ☐ Additional Food Prep Area \$ 80.00
(within establishment)

*To be determined by Inspector at time of inspection

State of Wisconsin Restaurant Manager Certification ID No.:

Expiration Date:

LODGING

Number of Sleeping Rooms

- ☐ Tourist Rooming House (1-4 rooms) \$210.00 (\$ 85.00 Permit fee + \$125.00 Preinspection fee)
(Cabin, Cottage, etc.)
- ☐ Hotel / Motel / Resort (5-30 rooms) \$249.00 (\$124.00 Permit fee + \$125.00 Preinspection fee)
- ☐ Hotel / Motel / Resort (31-99 rooms) \$390.00 (\$190.00 Permit fee + \$200.00 Preinspection fee)
- ☐ Hotel / Motel / Resort (100-199 rooms) \$525.00 (\$250.00 Permit fee + \$275.00 Preinspection fee)
- ☐ Hotel / Motel / Resort (200+ rooms) \$650.00 (\$300.00 Permit fee + \$350.00 Preinspection fee)
- ☐ Bed & Breakfast (8 or less rooms) \$190.00 (\$ 65.00 Permit fee + \$125.00 Preinspection fee)

Hotel / Motel operator, please advise us as to which you want to be classified as: ☐ Hotel ☐ Motel

If a lodging facility, do you have food service for tourists, transients or guests on your premises? ☐ Yes ☐ No

CAMPGROUND

Number of Sites

- ☐ Campground (1-25 sites) \$106.00
- ☐ Campground (26-50 sites) \$147.00
- ☐ Campground (51-100 sites) \$175.00
- ☐ Campground (101-199 sites) \$195.00
- ☐ Campground (200+ sites) \$225.00

If a campground facility, do you have food service for patrons? ☐ Yes ☐ No

Layout and plan must be submitted with application for new and remodeled camps.

RECREATIONAL & EDUCATIONAL CAMP

☐ \$200.00 Total Capacity of Camp (in number of persons accommodated at one time) _____

***SWIMMING POOL**☐ \$150.00 per pool**Type of pool (indicate the number of each type of pool on property in check box)**

- | | | | |
|--|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Activity | <input type="checkbox"/> Plunge | <input type="checkbox"/> Vanishing Edge | <input type="checkbox"/> Wave |
| <input type="checkbox"/> Cold Soak (below 72°F.) | <input type="checkbox"/> Splash Pad | <input type="checkbox"/> Vortex | <input type="checkbox"/> Whirlpool |
| <input type="checkbox"/> Combination | <input type="checkbox"/> Swimming | <input type="checkbox"/> Wading | |
| <input type="checkbox"/> Leisure River | <input type="checkbox"/> Therapy | <input type="checkbox"/> Water Attraction | |

*Department of Commerce plan approval required for new / altered / modified pools.

TATTOO & BODY-PIERCING ESTABLISHMENTS

- | | |
|---|--|
| <input type="checkbox"/> Tattoo Establishments | \$175.00 (\$100.00 Permit fee + \$75.00 Preinspection fee) |
| <input type="checkbox"/> Body-Piercing Establishments | \$175.00 (\$100.00 Permit fee + \$75.00 Preinspection fee) |
| <input type="checkbox"/> Combined Tattoo / Body-Piercing Establishments | \$225.00 (\$150.00 Permit fee + \$75.00 Preinspection fee) |
| <input type="checkbox"/> Temporary Tattoo Establishments | \$100.00 |
| <input type="checkbox"/> Temporary Body-Piercing Establishments | \$100.00 |
| <input type="checkbox"/> Combined Temporary Tattoo / Body-Piercing Establishments | \$100.00 |

Temporary permits are valid no more than 7 days per event.

State of Wisconsin Tattooist / Body-Piercer ID No.:

Expiration Date:

Check the appropriate box when your business is in operation.

- ☐
- Year Round
- ☐
- Winter
- ☐
- Summer

TOTAL AMOUNT ENCLOSED: _____

Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable Wisconsin Administrative Code(s).

SIGNATURE – Applicant

Date Signed

Chapter 254.47 (5) and 254.64 (1)(c), Stats. "No permit may be issued until all applicable fees have been paid."

Chapter 254.47 (1), Stats. "No person...who has not been issued a permit under this section may conduct, maintain, manage or operate a campground and camping resort, recreational camp and educational camp or public swimming pool, as defined by department rule."

Chapter 254.64 (1)(a), Stats. "No person may conduct, maintain, manage or operate a hotel, restaurant, temporary restaurant, tourist rooming house, vending machine commissary or vending machine if the person has not been issued an annual permit by the department or by a local health department that is granted agent status under s. 254.69 (2)."

Chapter 254.47 (4) and 254.64 (5), Stats. Permits released April 1 and after expire June 30 of the following year (except Body Art establishments).

Within **30 days** after receiving a complete application for a permit, the department or its agent shall either approve the application and issue a permit or deny the application. If the application for a permit is denied, the department or its agent shall give the applicant reasons, in writing, for the denial.

A permit shall not be issued to an operator without prior inspection.

DHFS REGIONAL OFFICES

Southern Regional Office
2917 International Lane, Suite 120
Madison WI 53704
608-243-2351

Southeastern Regional Office
819 North 6th St., Room 609
Milwaukee WI 53202-1606
414-227-4860

Northeastern Regional Office
200 North Jefferson St., Room 511
Green Bay WI 54301-5123
920-448-5223

Western Regional Office
610 Gibson St., Suite 3
Eau Claire WI 54701-3687
715-836-5362

Northern Regional Office
1853 North Stevens Street
Rhinelander WI 54501
715-365-2700